



**BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division**

SCHEDULE NO.

C-572

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

OFFICE OF FINANCE

BANKING AND INVESTMENT

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	The schedule supersede schedules C445, C293, and C391.	
	<u>INVESTMENTS</u>	
1.	<u>EMPLOYEE RETIREMENT SYSTEM PRINTOUTS</u>	
	a. Custodian Reports	
	b. Daily transaction statements	
	c. Daily Reports	
	d. Monthly transaction statements	
	e. Monthly Reports	
	f. Broker's Confirmations	
	g. Monthly Manager Confirmations	
2.	<u>RETIREMENT SYSTEM FILES</u>	
	a. Work sheets	
	b. Work files	
	c. Journal entries	
	d. Contribution schedules	
	e. Benefits paid schedules	
3.	<u>BOND SALE FILES</u>	
	Folders contain background information on each county bond sale and may include but is not limited to maturity schedules, bond specifications and samples, letters of appointment for paying agent and registrar, bond bids and verifications, settlement information, prospectus.	

Retain for (5) five years, then destroy.

Retain for (5) five years, then destroy.

Retain permanently.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

1/16/87 Gerald A. Lureh
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

1/20/87 G. M. Chen

DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

1/16/87
DATE

J. J. Homan
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

2/10/87 *Edward J. [Signature]*
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
4.	<u>CREMATION CERTIFICATE FILES</u> Certificates & lists of bonds cremated.	Retain for (3) three years, then destroy.
5.	<u>INVESTMENT RECORDS</u> Files contain information on short term general investment transactions "buys and sells" of investments.	Retain for (5) years, then destroy.
6.	<u>INVESTMENT WIRES</u> Files contain information (wires) between investment institutions and banks used by county pertaining to transfers of funds.	Retain for (5) years, then destroy.
7.	<u>GENERAL CORRESPONDENCE/ADMINISTRATIVE FILES</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, directives, policies, requisitions, purchase orders, and other material related to the Administration of the Investment Division.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to planning and policy that illustrate the development of this division. Retain permanently for eventual transfer to the archives.



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ITEM NO.	DESCRIPTION	RETENTION
	<u>RETIREMENT</u>	
8.	<u>PAYROLL SUBMITTAL PRINTOUTS</u> a. Printouts show employees retirement deductions for active members under the following Library Board - Totals Only Revenue Authority - Individually Board of Education - Individually Assessments and taxation - Assessors Individually General - Totals Only Highways - Totals Only Sanitation - Totals Only Fire - Totals Only Police - Totals Only School Guards - Totals Only Public Works - Totals Only b. Exception Reports c. Buck Reports - valuations (year end report)	Retain for (5) five years, then destroy.
9.	<u>RETIREMENT CHECK REGISTORS</u> These forms show the employee's retirement number, miscellaneous deductions, check numbers, amount of check, pension paid to date and totals. Any changes made on Retirement System is included and is called File Maintenance Check Reconciliation. These files are for retired members of the Retirement System.	Retain for (10) ten years, then destroy. Recociliations retain for (1) one year then destroy.
10.	<u>COMBINED (GENERAL & EDUCATION) MONTHLY DETAIL REPORTS</u> These printouts show retirement deductions for members of the retirement system. They show name of employee, payroll numbers, retirement rate, beginning year balances, current deductions, and the end of year balance. These annuity accounts are arranged in Social Security number order.	Retain for (5) five years, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
11.	<u>RETURN OF CONTRIBUTION FILES</u> This is an alphabetical file of forms and attachments: application for withdrawal of membership in the retirement system, computation of amount due, application for membership, physical examination results, etc. This file documents returns of contributions and interest for members who have withdrawn from the system, and for which the County has no continuing liability.	Retain for (5) five years after the refund of contributions and interest.
12.	<u>CLOSED RETIREMENT FILES</u> This is a file of individual file folder containing correspondence and forms regarding deceased members of the retirement system. Each folder contains forms and documents relating to application for membership in the retirement system, computation of pension, correspondence with beneficiaries about supplemental benefits, cashing final check, etc. These are files of deceased members, for whose accounts the retirement system has no further liability. Their reference value ceases after audit and income tax requirements have been fulfilled.	Retain for (5) five years after the end of retirement benefits.
13.	<u>GENERAL CORRESPONDENCE/ADMINISTRATIVE FILES</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, directives, policies, requisitions, purchase orders, appointments for physical examinations, and other material related to the administration of the County's Retirement System.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to planning and policy that illustrate the development of this division. Retain permanently for eventual transfer to the archives.



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ITEM NO.	DESCRIPTION	RETENTION
14.	<u>DATA BASE (PRINTOUTS)</u> a. Daily print out - gives totals of each days contributions. b. Audit trail Copy of auditors printout of work performed each day.	Retain for (3) three years, then destroy. Retain for (6) six months, then destroy.
15.	<u>1099 REPORTS</u> Copies of individual reports and year end report totaling refund contributions.	Retain for (10) ten years, then destroy.
16.	<u>W2-P & W4-P FILES</u> Copies of federal deduction reports	Retain for (10) ten years, then destroy.
17.	<u>PAYROLL MAG TAPES</u>	Maintain on a rotating basic. (current and previous tape) reuse previous tape when new current tape is received.
18.	<u>MANUAL DISBURSEMENT CHECKS</u> Receipt copies of manually created checks for return of contributions.	Retain for (5) five years, then destroy.
19.	<u>CASH RECEIPTS</u>	Retain for (5) five years, then destroy.
20.	<u>PROOF OF DAILY CASH DISBURSEMENTS</u>	Retain for (5) years, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
21.	<u>ACTIVE HISTORY CARDS</u> Cards contain personal employee data, and contribution amounts. (posting on these cards discontinued after 1983 finance maintaining contribution data after 1983)	Retain until retirement or withdrawal from system, then place in closed account file.
22.	<u>ACTIVE EMPLOYEE FOLDERS (HISTORY)</u> Folders contain information on county employees active in retirement system.	Retain until retirement or withdrawal then place in appropriate file. (retired files or return of contributions files)
23.	<u>RETIRED FILES (ACTIVE)</u> Folders contain information on county employees receiving retirement payments from retirement system.	Retain until employee deceased, then place in closed retirement files.
24.	<u>RETIRED HISTORY CARDS</u> These cards show personal employee data contributions and pay outs. This card is started once employees retires.	Retain until employee deceased, then place in closed retirement files.
25.	<u>CLOSED ACCOUNT FILES</u> This is an inactive file containing active history cards once employees have retired or withdrawn from retirement system.	Retain for a total of 56 years after the date employee originally started or for 5 five years after employee deceased.